

MUSTER INFORMATION SHEET

PLEASE READ VERY IMPORTANT INFORMATION

PARTICIPATION: Your participation in the Annual IRR Screening (Muster Duty) is mandatory by Title 10, United States Code (U.S.C.) Section 12319. The Muster will consist of collecting personnel and medical data. During this period of duty you are subject to the Uniform Code of Military Justice. Failure to appear when ordered, or misconduct while on duty, may result in appropriate disciplinary or administrative action being taken. Members who are no-shows will be directed to provide a written response to HQ ARPC/CC not later than 10 working days from receipt of the no-show letter. You **WILL NOT** receive point credit for Muster participation.

WHAT IS A MUSTER? A Muster is a screening where you update personal information and receive briefings/information on IRR benefits. The Muster usually lasts about 4 hours and you wear civilian clothing. Paperwork and forms that were sent to you with your orders are turned in at this time. You will receive briefings on Veteran's benefits, Civilian Employment Information (CEI), career opportunities, IRR member responsibilities, etc. If you do not have a Reserve ID card, you can obtain one at the Muster.

UNIFORM: DO NOT wear your uniform to the Muster; however, personal appearance should be neat and clean.

ADDRESS CHANGES: If your address is different from that listed on your notification letter, **EMAIL US IMMEDIATELY AT arpc.prc@arpc.denver.af.mil**. PLEASE INCLUDE YOUR NAME, FULL SSAN, YOUR NEW ADDRESS AND PHONE NUMBER. IT IS IMPERATIVE WE HAVE YOUR CORRECT ADDRESS. If you move prior to your reporting date, the same procedure must be followed.

EXCUSALS: If you feel you have a medical or personal hardship that would prevent you from reporting, **CONTACT US IMMEDIATELY VIA EMAIL AT arpc.prc@arpc.denver.af.mil**. BE SURE TO INCLUDE YOUR NAME, FULL SSAN, THE REASON FOR REQUESTING THE EXCUSAL AND PROVIDE SUPPORTING DOCUMENTATION, IF APPLICABLE. You must provide the necessary documentation to substantiate your claim. An IRR screening board will meet to review your documentation and render a decision on your request. Please submit your request immediately to ensure adequate processing time.

TRAVEL: IF YOU LIVE MORE THAN 150 MILES DRIVING DISTANCE FROM THE SITE CONTACT US IMMEDIATELY VIA EMAIL AT arpc.prc@arpc.denver.af.mil. PLEASE INCLUDE YOUR NAME, FULL SSAN, YOUR ADDRESS AND PHONE NUMBER. When entering the base, be sure to have a current driver's license, proof of registration and insurance available. Transportation is the member's responsibility! If you are riding a motorcycle, remember helmets, gloves, long sleeves, long pants and reflective vests are mandatory. Billeting is available at your own expense on a space-available basis only.



MUSTER PAY: You are being required to perform one day of Muster duty. **One day of Muster duty requires the member's commitment of approximately four hours plus travel time.** You will receive a payment of \$197.86 for participating, minus taxes. You will receive your Muster payment no later than 30 days after the Muster date. This allowance shall constitute the single, flat-rate monetary allowance authorized for the performance of Muster duty and shall constitute payment in full to the member regardless of grade or rank in which serving. **You will not file a travel voucher.** Muster pay has been calculated to include an allowance for transportation and subsistence.

ID CARD: You should have a DD Form 2 (Reserve) (green), US Armed Forces of the United States Identification Card which identifies you as a member of the Reserve. If you do not have the Green ID card, it is optional to get a green card at a later date. **You must bring a driver's license (or other appropriate picture identification).** According to AFI 36-3026(I), 20 Dec 02, Issuing and Controlling Identification (ID) Cards, **you do not have to comply with Air Force grooming standards.** A uniform is not necessary for your photo, but please wear light colored clothing. You must also know your blood type. You will need an ID card to enter the BX/Commissary or other areas on the base.

Your eligible dependents are encouraged to possess military dependent ID cards and be enrolled or updated in the Defense Enrollment Eligibility Reporting System (DEERS). ID cards for dependents may be requested by: Taking the required documentation, to include DD Fm 214 or legal documentation such as a marriage certificate that a municipal, county, or state government agency issues, to any military installation. It must contain the stamp or seal of the agency. Birth certificates are legal documentation for dependents between the ages of 10 and 21. If you have any questions about ID cards, call HQ ARPC at 1-800-525-0102 and request to be transferred to the Entitlements Branch.

STATUS: You are a member of the IRR which means you have time remaining on your statutory military service obligation of 8 years or you have time remaining on another contracted agreement (enlistment contract or extension). Until the end of your obligation you will be assigned to the IRR. **OFFICERS:** Upon expiration of your obligation you are automatically transferred to the Non-obligated, Non-participating, Ready Personnel Section (also a part of the Ready Reserve) for an additional two years or three years if you received separation pay.

VA DISABILITY PAY: If you are receiving Veteran's Administration (VA) pension or disability compensation, you must complete the VA Form 21-8951-2, Notice of Waiver of VA Compensation or Pension to receive Muster pay. You **cannot** receive dual compensation. You must elect to either receive Air Force Muster pay or the VA benefits you are currently receiving. You will only be waiving one day of your VA pay. **In most cases, receiving your Muster pay is the best choice.** The VA Form 21-8951-2, Notice of

Waiver of VA Compensation or Pension to Receive Military Pay and Allowances form can be accessed at <http://www.vba.va.gov/pubs/forms/21-8951-2.pdf>.

REQUIREMENTS: As a member of the IRR, you are required to:

- a. Be available to report immediately on notification of a mobilization.
- b. Ensure your personal affairs are in order at all times. You should have a current will. You may obtain assistance in preparing a will at a military installation closest to you.
- c. Keep the Air Reserve Personnel Center (ARPC) advised of any changes in your mailing address, marital status, number of dependents, and physical condition that would affect your availability for mobilization. Bring documents to verify changes, e.g. birth or marriage certificates.
- d. Annually submit a certification of your physical condition by replying to the Air Force Reserve Annual Screening.
- e. Keep and maintain your military uniforms in serviceable condition.
- f. Update civilian employment information annually. Current Department of Defense (DoD) policy requires implementation of an annual CEI program that captures and maintains current and accurate civilian employment related information on each member of the Ready Reserve. You must be in DEERS in order to access the CEI site. You can go to any local military installation to update your DEERS information. We suggest you call them prior to your visit to verify what paperwork you will need to provide. If you are already in DEERS you can enter your employer data by going to the ARPC webpage located at <http://www.arpc.afrc.af.mil>. On the webpage select the vPC-GR icon in the upper right corner. If you don't have a vPC-GR account, you will have to establish one by selecting "new account" in the upper right corner on the vPC-GR page. If you already have an account, please select "Civilian Employment Info (CEI)". This will bring you to the DMDC secure site to enter your employment data. Employer Support of the Guard and Reserve staff will not directly contact any employer about an individual reservist unless the reservist asks for assistance with an employer related issue.

BENEFITS: The signing of the 2004 National Defense Authorization Act signaled **unlimited commissary shopping for Individual Ready Reserve** and Inactive National Guard members and their dependents who possess a Uniformed Services Identification Card. If a member becomes a casualty there may be certain benefits available to the surviving family members from the Air Force and Veteran's Administration. Therefore, to ensure entitlement to these benefits we recommend that members travel directly to and from the Muster duty. **YOU ARE AUTOMATICALLY COVERED UNDER SGLI FOR \$400,000. THE PREMIUM FOR THIS IS \$1 AND IS ALREADY DEDUCTED FROM YOUR MUSTER PAY.** You can download the SGLV 8286, Servicemembers' Group Life Insurance Election and Certificate forms at <http://www.insurance.va.gov>.

DEPENDENT CARE RESPONSIBILITIES: AFI 36-2908, Family Care Plans, which applies to all Air Force personnel, outlines Air Force Policy on dependent care as it would affect you upon mobilization. Advance planning is the key to required dependent care arrangements. All members with dependents must use all available resources to ensure dependents will receive adequate care, support and supervision. Your plans must cover both short-term (30 days or less) and long-term (over 30 days) situations and be sufficiently detailed and systematic to provide a smooth, rapid transfer of responsibilities.

If mobilized, the following members must document their family care plan on the AF IMT 357: Single parents, dual military couples with family members, and members with civilian spouses who have unique family situations. Unique family situations are when a family member has a civilian spouse or other adult family member who is not capable of providing care for family members or for themselves. Examples are a spouse with limited English language ability, illness, disability, handicap, or absence from local area, or marital separation.

You must make dependent care arrangements so that you are available for worldwide deployment. Suitable arrangements must exist for a nonmilitary person to assume custody of your dependents if you are unable to provide necessary care due to military obligations. If the nonmilitary person is not in your local area, you must designate a local nonmilitary person to assume temporary custody until your principal designee arrives to assume custody, or your dependents are transported to your principal designee. Members must have a power of attorney prepared for any designee (short/long-term) authorizing medical care, school enrollment and/or act "in loco parentis". Members must designate (by written statement) the person who, in the event of their death or incapacity, will assume temporary custody of their dependents until the court appoints a legal guardian. The designee also needs a power of attorney. Several agencies, such as the American Red Cross, or the Family Support Center at a local Air Force base, can assist in developing your dependent care plans.



IF YOUR ADDRESS ON THE LETTER IS INCORRECT OR IF YOU HAVE ANY QUESTIONS,
CONTACT THE AIR RESERVE PERSONNEL CENTER, PERSONNEL READINESS DIV (HQ ARPC/XP)
BY ELECTRONIC MAIL AT: arpc.prc@arpc.denver.af.mil
OR TOLL-FREE 1-800-423-7588
OUR COMMERCIAL NUMBER IS (303) 676-7081
OUR FAX NUMBER IS (303) 676-6189
HOURS OF OPERATION ARE 0730-1630 MST